

**Human Resources Committee**  
Duluth Public Schools, ISD 709

Agenda

Tuesday, September 10, 2019

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- |  |          |
|--|----------|
| <b>1. Staffing Report Action Items</b>   | <b>2</b> |
| <b>2. Other HR Action Items</b>  |          |
| A. *Placeholder - Approval of Employment of a School Board Member by the District - Resolution #HR-9-19-3660 | 4        |
| B. *Placeholder - Revise Policy 102 Equal Educational Opportunity - Second Reading                           | 6        |
| C. *Placeholder - Revise Policy 402 - Disability Non Discrimination Policy - Second Reading                  | 8        |
| <b>3. HR Informational Items</b>   |          |
| A. A superintendent search update  |          |
| <b>4. Other HR Future Items</b>  |          |
| A. Nepotism Discussion   |          |

**HUMAN RESOURCES ACTION ITEMS FOR: 9/17/19**

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BUSEMAN, JENNIFER	GRADE 4/PIEDMONT, (MA)IV 2, 24 HR POSTING	8/27/2019 6/8/2020
HOTALING, JOHN	.4 SOCIAL STUDIES/DENFELD, (MA)IV 5, NEW POS, TEMP HOURLY	8/27/2019 6/8/2020
JARVIS, DEBRA	.4 SPEC ED RESOURCE/DENFELD, (BA)III 7, TEMP HOURLY	8/27/2019 6/8/2020
KOHEL, JENNIFER	SPEC ED DCD/SMI III/ORDEAN EAST, (BA)III+30 6, C ROURKE	8/27/2019
MENEGHINI, CARLA	MATH/ALC/HOCHS, (MA)IV 8, S PEARSON	8/27/2019
MORRIS, JULIA	GRADE 2/MACARTHUR, (BA)III 2, B BOOMER	8/27/2019
PECK, ANNALISE	SPEC ED ECSE/BIRTH TO AGE 6/DW, (BA)111 3, B GOLDFINE	8/12/2019
PETERSON, JAMIE	.7 HEALTH/PHY ED/LINCOLN PARK, (BA)III 7, R WINDT	8/27/2019
SCHERZ, KYLE	.1 MUSIC SPECIALIST/CHESTER CREEK (BA)III+15 2, C HANSON	8/27/2019
SCHERZ, KYLE	.5 MUSIC SPECIALIST/MACARTHUR, (BA)III+15 2, R HJELLE	8/27/2019
SPEHAR, SOPHIE	.3 VISUAL ARTS/ORDEAN EAST, (BA)III 1, NEW POS	8/27/2019
SPEHAR, SOPHIE	.3 VISUAL ARTS/EAST, (BA)III 1, NEW POS	8/27/2019
VALLIE, SARA	.3 PHY ED SPEC/CONGDON, (MA)IV 3, NEW POS	8/27/2019
VALLIE, SARA	.5 PHY ED SPEC/LAKEWOOD, (MA) IV 3, NEW POS	8/27/2019
WEIDT, SALLY	KINGERGARTEN/MACARTHUR, (MA)IV 7, 24 HR POSTING, P KOLAR	8/27/2019 6/8/2020
WIECZOREK, ISIAH	.3 PHY ED/LOWELL, (BA)III 2, K BERGERSON, 24 HR POSTING	8/27/2019 6/8/2020
WIECZOREK, ISIAH	.3 PHY ED/ORDEAN EAST, (BA)III 2, M DESCOMBAZ, 24 HR POSTING	8/27/2019 6/8/2020
*Placeholder		
Total: 17		

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BAMBENEK, PATRICIA	CURRICULUM/HOCHS, NOT TO EXCEED 40 HRS	8/5/2019 8/26/2019
HARVICK, HEATHER	CURRICULUM/HOCHS, NOT TO EXCEED 30 HRS	8/5/2019 8/26/2019
SALMELA, AARON	CURRICULUM/HOCHS, NOT TO EXCEED 24 HRS	8/12/2019 8/26/2019
SMITH, CHARLES	MISSABEKONG IMMERSION COORD TOSA/HOCHS, NOT TO EXCEED 40 HRS	8/5/2019 8/26/2019
*Placeholder		
Total: 4		

<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
JESKE, MARIAH	GRADE 2/MACARTHUR, (MA)IV 4, A DEMIANIUK	8/27/2019 1/2/2020
KNAPP, LAURIE	PRINCIPAL/DENFELD, VI 5, T SCONIERS, TO BE DETERMINED	8/8/2019
LAMAN, EMILY	PRE-K/MACARTHUR, (BA)III+15 6, E SILJENDAHL	8/27/2019 2/27/2020
*Placeholder		
Total: 3		

<u>CERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
WENTWORTH, LISA	GUIDANCE COUNSELOR/ORDEAN EAST, 1.0 TO .5, VOLUNTARY DECREASE	8/23/2019
*Placeholder		
Total: 1		

<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
COOK, JESSICA	SPEC ED RESOURCE/EAST, .9 TO 1.0	8/27/2019
LEBENS, LINNEA	ABE/HOCHS, .75 TO 1.0	8/27/2019
SCHUCHMAN, HEIDI	READING INVERVENTIONIST TOSA/LOWELL, .6 TO .8	8/27/2019
*Placeholder		
Total: 3		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
JUBA, TIMOTHY	CHEMISTRY/EAST	8/18/2019
RADZAK, ANGELA	GRADE 3 /MYERS-WILKINS, PRESUMED RESIGNATION	6/7/2019
WENTWORTH, LISA	SCHOOL COUNSELOR/EAST - RESCINDED	8/24/2019
*Placeholder		
Total: 3		

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
GORSKI, ELIZABETH	HEALTH/MERRITT CREEK/CHESTER CREEK ACADEMIES	6/7/2019
LARSEN, DAVID	ELEMENTARY INTERVENTIONIST/MACARTHUR	1/17/2020
*Placeholder		
Total: 2		

<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MCGOWAN, TODD	SOCIAL WORKER/MYERS-WILKINS, 1.0 TO .95, VOLUNTARY	9/3/2019 12/17/2019
*Placeholder		
Total: 1		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
ANDERSON, RODNEY	FIREPERSON II/ORDEAN EAST, 40/52WKS, \$19.66/HR, J KING	8/19/2019
BERLINQUETTE, ZOE	ECFE PARA/STOWE/MYERS-WILKINS, 18.5/38WKS, \$14.49/HR, C PETERSON	8/27/2019

**NONCERT APPOINTMENT**

GUZZO, SHANNON  
 JACKSON, EMILY  
 MACFARLANE, CRYSTAL  
 MELLESMOEN, HANNAH  
 RASSIER, DAMION  
 THOMPSON, ALYSSA  
 WILSON, KATHLEEN  
 WINTER, APRIL  
 \*Placeholder  
 Total: 10

**POSITION/LOCATION/WEEKS/RATE OF PAY/REASON**

SUPV PARA/DENFELD, 19/38WKS, \$15.18/HR, J NELSON  
 FOOD SERVICE HELPER/LOWELL, 16.25/38WKS, \$11.55/HR  
 HEALTH ASST FLOAT RN PARA/DW, 32.5/38WKS, \$26.36/HR, S LAURVICK  
 ECFE PARA/PIEDMONT, 22.5/38WKS, \$14.49/HR, J HANSON  
 SPEC ED PARA/STUD SPEC/LINCOLN, 32.5/38WKS, \$16.08/HR, NEW POS  
 OFFICE SUPP SPEC-INTER/EAST, 40/44WKS, \$16.548/HR, G CAMPBELL  
 OFF SUPP SPEC/EAST, 40/44WKS, \$14.93/HR, E LARSON  
 SUPV PARA/DENFELD, 19/38WKS, \$15.18/HR, K MENSING

**EFFECTIVE DATES**

8/27/2019  
 8/27/2019  
 8/27/2019  
 8/27/2019  
 8/27/2019  
 9/3/2019  
 8/12/2019  
 8/27/2019

**NONCERT LEAVES**

HOTALING, JOHN  
 LAGRANDE, PAUL ANTHONY  
 PALMER, MICHELLE  
 SMITH, CHARLES  
 \*Placeholder  
 Total: 4

**POSITION/LOCATION/TYPER OF LEAVE**

INSTR PARA/MYERS-WILKINS, B PERSONAL" LWOP"  
 CUSTODIAN II/CONGDON, A MEDICAL LWOP  
 SATELLITE MANAGER II/CONGDON, A PERSONAL" LWOP"  
 INTEGRATION SPECIALIST/EAST, B PERSONAL" LWOP"

**EFFECTIVE DATES**

8/27/2019 6/8/2020  
 8/5/2019 8/16/2019  
 9/10/2019 9/13/2019  
 8/26/2019 8/25/2020

**NONCERT PERM DECREASE**

BERGESON, JOSEPHINE  
 HILGENDORF, KELSEY  
 ROBISON, KATIE  
 \*Placeholder  
 Total: 3

**POSITION/LOCATION/TYPER OF LEAVE**

SPCE ED ECSE PARA/BW/DW, SPEC ED PARA/BW/DENFELD, .8125 TO .75, K RICH  
 SPEC ED ECSE PARA/BW, .78125 TO .75, K ROBISON  
 PRE-SCHOOL 2ND PARA/PIEDMONT, .75 TO .50, VOLUNTARY, E MINOR

**EFFECTIVE DATES**

8/27/2019  
 8/27/2019  
 8/27/2019

**NONCERT DEMOTION**

LUOTO, KIMBERLY  
 \*Placeholder  
 Total: 1

**NEW POSITION/LOCATION/OLD POSTIION/LOCATION/RATE OF PAY**

SCHOOL CUSTODIAN II/DW/MAINTENANCE CUSTODIAN/CONGDON, \$13.21

**EFFECTIVE DATES**

8/26/2019

**NONCERT PERM INCREASE**

RICH, KRISTIN  
 \*Placeholder  
 Total: 1

**POSITION/LOCATION/CONDITION**

SPEC ED PARA/BW/MACARTHUR, .75 TO .78125, E SHEMWELL

**EFFECTIVE DATES**

8/27/2019

**NONCERT PROMOTION**

BOLANDER, MELISSA  
 RAWLYK, EILEEN  
 REGAS, KATHERINE  
 \*Placeholder  
 Total: 3

**NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY**

MENTAL HEALTH PARA/MYERS-WILKINS, SUPV PARA/PIEDMONT, \$21.87/HR, NEW POS  
 OFFICE SUPP SPEC-INTER/HOCHS, OFFICE SUPP SPEC/BARNES, \$18.15, J BLACK  
 PRE-SCHOOL 1ST PARA/LOWELL, PRE-SCHOOL 2ND PARA/BARNES, \$16.08, T MCNELLY

**EFFECTIVE DATES**

8/27/2019  
 8/30/2019  
 8/27/2019

**NONCERT RESIGNATION**

ADAMSKI, SCOTT  
 AMUNDSON, STEVEN  
 FLEISCHER, MARK  
 GARRISON, KAYTLIN  
 GILBERTSON, CAYLA  
 HAMMER, TIFFANEE  
 PEAK, SUSAN  
 RUNIA, WHITNEY  
 SISLO, GARY  
 WRIGHT, MELISSA  
 \*Placeholder  
 Total: 10

**POSITION/LOCATION**

SPEC ED PARA/DENFELD  
 TECH TUTOR CONSTRUCTION PARA/EAST  
 BUS DRIVER II/TRANSPORTATION  
 SPEC ED PARA/MYERS-WILKINS  
 SPEC ED PARA/LESTER  
 PRE-K 2ND PARA/HOMECROFT  
 SPEC ED PARA LPN/LESTER  
 ASL INTERPRETER/EAST  
 CAFETERIA HELPER/EAST  
 PRE-K 1ST PARA/LOWELL

**EFFECTIVE DATES**

8/12/2019  
 8/7/2019  
 9/3/2019  
 8/5/2019  
 8/26/2019  
 8/14/2019  
 8/22/2019  
 8/19/2019  
 8/23/2019  
 8/15/2019

**NONCERT RETIREMENT**

RICHARDS, SUSAN  
 \*Placeholder  
 Total: 1

**POSITION/LOCATION**

EARLY CHILDHOOD BUSINESS MANAGER/HEAD START/HOCHS

**EFFECTIVE DATES**

10/31/2019

**RESOLUTION**

Employment of a School Board Member by the District

WHEREAS, the School Board member(s) below are/will be employed by the Duluth Public Schools during their service as a School Board member, and

WHEREAS, Minnesota Statute 123B.195 Board Member’s Right to Employment requires that the member receive a majority approval by the School Board to be initially employed or to continue in employment at a meeting at which all board members are present, and

WHEREAS, Minnesota Statute 123B.195 Board Member’s right to Employment states that the employment relationship will not exceed \$8,000 in a fiscal year, excluding compensation for being a School Board member,

BE IT RESOLVED, that the School Board authorize the employment of the following School Board members as listed, not to exceed \$8,000 in a fiscal year.

BOARD MEMBER

TIME FRAME

Jill Lofald

July 2019 - June 2020

Alanna Oswald

July 2019 - June 2020

**123B.195 BOARD MEMBERS' RIGHT TO EMPLOYMENT.**

Notwithstanding section 471.88, subdivision 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.

**History:** 1961 c 651 s 1; 1965 c 806 s 1-4; 1969 c 26 s 1; 1973 c 123 art 5 s 7; 1977 c 55 s 1-3; 1978 c 651 s 1; 1979 c 20 s 1; 1986 c 399 art 2 s 38-40; 1986 c 400 s 38-40; 1986 c 444; 1Sp1986 c 3 art 2 s 41; 1991 c 65 s 1,2; 1992 c 380 s 7; 1992 c 522 s 42,43; 1993 c 224 art 9 s 43; 1996 c 471 art 7 s 18; 1998 c 269 s 1; 1998 c 397 art 11 s 3; 1999 c 241 art 6 s 3; 2004 c 294 art 2 s 12

## **102 - Equal Educational Opportunity**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal educational opportunity to all students. The school district does not unlawfully discriminate on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Minnesota Human Rights Act (Chapter 363A).
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**F. Refer to District Policy 103 Complaints – Students, Employees, Parents, Other Persons for complaint and grievance procedures.**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**

**TDD 651.296.1283**

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Replaces: Policy 5005

First Reading: 06-16-2016

Adopted: 07-21-2015

**03-22-2016 ISD 709** (*Renumbered only*)

First Reading: 08-20-2019

Second Reading: 09-17-2019

## 402 DISABILITY NONDISCRIMINATION POLICY

### I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Senior Human Resource Manager in Human Resources. This individual is the school district's appointed ADA coordinator.

**E. Refer to District Policy 103 Complaints – Students, Employees, Parents, Other Persons for complaint and grievance procedures.**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**  
**TDD 651.296.1283**

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Replacing: None  
First Reading: 10-16-2018  
Second Reading: 11-20-2018  
Adopted: 11-20-2018  
First Reading: 08-20-2019  
Second Reading: 09/17/2019